

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2017MH508
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<b>Name of Service:</b>	Little Robins
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<b>Address of Service:</b>	Balbradagh, Robinstown, Navan, Co. Meath
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<b>Eircode:</b>	C15 P7NK
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<b>Name of Registered Provider:</b>	Orla Reilly
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<b>Service type:</b>	Full Day
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<b>Date(s) of Inspection:</b>	29/08/2023
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<b>No of pre-school children:</b>	AM	28	PM	21
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<b>Address of the Early Years Inspectorate:</b>	Family Resource Centre, Commons Road, Navan, Co. Meath
<b>Inspection undertaken by:</b>	C Tunney and E Griffin
<b>Title:</b>	Early Years Inspector(s)

### Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

<b>Conditions if applicable</b>	Not applicable
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### Description of service

Little Robins is a childcare facility in operation since 2017. The service is privately run, located in Robinstown Village, Co. Meath. The service provides full day, part time and sessional education and care to pre-school children aged 2 years to 6 years and school aged. The service participates in the Early Childhood Care and Education (ECCE) scheme and operates from 07:00am to 18:00 hrs Monday to Friday and caters for a maximum of 50 children.

### Staffing

There were seven adults present on the day of inspection. There are ten staff employed in the service including the registered provider, one manager, one deputy manager, one cook and two school aged staff members (a staff member was due to commence work the day after the inspection on the 30/8/23). In total, seven staff members work directly with pre-school children (registered provider and managers) and two staff members work exclusively with school aged children).

### Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance, health, welfare and development of child and safety. Inspections may also focus on other areas as required. The inspection included both pre-school rooms in operation on the day of inspection, Green and Yellow Pre-school Rooms.

A sampling process was used to assess compliance under regulation 15 record of pre-school child and regulation 16 record in relation to pre-school service.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

### Acknowledgments

The inspectors wish to acknowledge the cooperation of the registered provider, staff and children who were present on the day of the inspection.

## Part III – Management and Staff

### Regulation 9 – Management and recruitment

*(1) A registered provider shall ensure that-*

- (a) the service has a designated person in charge and a named person who is able to deputise as required,*
- (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and*
- (c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.*

*(2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by-*

- (a) consideration of references from the person's past employers, if any, and in particular the most recent employer, if any,*
- (b) consideration of references from reputable sources in the case of a person who has no past employers,*

*(c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and*

*(d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.*

*(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.*

*(4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early Childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.*

### Compliance Information

(1) (a) The registered provider was the person-in-charge when the inspectors arrived unannounced to the service. The registered provider has two named persons who can deputise when required.

(b) Staff rosters and staff sign in records were available for inspection and indicated that the person-in-charge and/or the named persons who can deputise are on the premises during the hours of operation of the service.

(c) Staff members were aware of the management structure in the service, the lines of authority and accountability and the specific roles and responsibilities of each employee and unpaid worker.

(2) Eleven staff files were reviewed including a staff member due to start work the following day 30/02/2023.

(a) Eighteen written past employer references were available and validated.

(b) In the absence of past employer references, 1 reference from a source other than an employer was available

(c) All staff files reviewed had the required garda vetting documents available for inspection.

(d) One staff member had the required international police vetting available for inspection.

(3) On review of the 11 files documentation showed that the procedures specified in paragraph (2) were carried out prior to 9 staff being appointed, assigned or allowed access to or contact with a child attending the pre-school service.

(4) Seven staff members providing direct care to pre-school children had documentation to show that they held a major award in Early Childhood Care and Education at Level 5 or above on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

## Non-Compliance Information

(2) (a) Two references in respect of a staff member (commencing work the day after the inspection on the 30/8/23) and a second reference in respect of a second staff member were not available for inspection.

(3) The procedures specified in paragraph (2) were not carried out prior to all staff members being appointed, assigned, or allowed access to or contact with a child attending the pre-school service, as specified in (2)(a).

(4) There was no documentation to show that the new staff member held a major award in Early Childhood Care and Education at Level 5 or above on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

#### **Corrective Action**

(2a) All reference checks carried out 30/08/2023. References will be requested at interview and reference checks carried out before appointing an employee to a role.

(3) Any documentation received in interviews will be crosschecked when employee has accepted job to ensure they are in the correct file for inspection

(4) Manager had photocopied Major Award Cert on the day of interview and mistakenly placed in the interview folder.

#### **Supporting documentation submitted**

Copy of staff members references and qualifications were submitted to the inspectorate.

## Summary Comment

The response from the registered provider has been accepted. Regulation 9 has been addressed.

### Part III – Management and Staff

#### Regulation 11 - Staffing levels

*(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.*

*(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) thereof at that reference number is satisfied.*

*(8) Without prejudice to paragraphs (2) to (7)-*

*(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times.*

#### Compliance Information

(1) There was an adequate number of adults working directly with the children on the day of inspection. The children were attending the service on part-time or full day care hours.

(2) The following ratios were observed:

- Green Room, there were 12 children aged between 2 to 3 years old being cared for by 2 staff members, of which 10 children attended for full day care.
- Yellow Room, there were 16 children aged between 3 to 6 years old being cared for by 2 staff members of which 11 children attended for full day care.

The minimum ratio of adults to children was maintained on the day of inspection.

- Additionally, in the Blue Room there were 8 school aged children cared for 1 staff member.

(8) Two staff members are present, at all times in the service as required by Regulation 11 (8) as evidenced from examination of the staff roster and staff reported hours of attendance/ sign in which were available for inspection.

### Part IV – Information and Records

#### Regulation 15 – Record of pre-school child

*(1) A registered provider of a pre-school service other than a pre-school service in a drop-in centre or a temporary pre-school service shall ensure that a record in writing is kept in respect of each pre-school child attending the service containing the following particulars:*

- (a) the name and date of birth of the child;*
- (b) the date on which the child first attended the service;*
- (c) the date on which the child ceased to attend the service;*
- (d) the name and address of a parent or guardian of the child and a telephone number where that parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service;*
- (e) authorisation for the collection of the child;*
- (f) details of any illness, disability, allergy or special need of the child, together with all the information relevant to the provision of special care or attention;*
- (g) the name and telephone number of the child’s registered medical practitioner;*
- (h) record of immunisations, if any, received by the child;*
- (i) written parental consent for appropriate medical treatment of the child in the event of an emergency.*

#### Compliance Information

(1)(a) to (i) The pre-school child records for 14 children were reviewed. Documentation was available for children’s records that were sampled.

#### Non-Compliance Information

(1) Of the children’s records reviewed, the following was observed.

- (a) One record did not have the date of birth of the child on the child’s record form.
- (d) The name and address of a parent or guardian of the child and a telephone number where the parent or guardian or a relative or friend of the child can be contacted during the hours of operation of the service were not available on the child registration form.
- (g) The name and telephone number of the child’s registered medical practitioner was not included in any of the fourteen child records reviewed.
- (h) The immunisation records were not recorded on the forms of four children.
- (i) One child’s record did not have written parental consent for appropriate medical treatment of the child in the event of an emergency.

## Corrective & Preventive Action submitted by the Registered Provider

### Corrective and Preventive Action

#### Corrective Action

- (a) The child's date of birth was not recorded on the child record form, however the child's DOB was recorded on the Booking form.
- (d) The child record form was updated with parent and emergency contact details.
- (g) The Child Record Form has been updated to include the name and telephone number of the child's registered medical practitioners.
- (h) Immunisation records were requested again and are recorded for all children.
- (i) All children's records have been updated to include written parental consent for appropriate medical treatment in the event of an emergency.

#### Preventive Action

All Child Record Forms have been updated to include the child's medical practitioner.

Management will sign off on all forms when received to ensure all information has been included appropriately prior to child starting in the service.

### Supporting documentation submitted

A copy of updated child record form was submitted to the inspectorate.

## Summary Comment

The response from the registered provider has been accepted. Regulation 15 has been addressed.

### Part IV – Information and Records

#### Regulation 16 – Record in relation to pre-school service

*(1) A registered provider shall ensure that a record in writing is kept of the following information in relation to the service:*

- (a) the name, position, qualifications and experience of the person in charge and of every other employee, unpaid worker and contractor;*
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;*
- (c) details of the adult:child ratios in the service;*
- (d) the type of care or programme provided in the service;*
- (e) the facilities available;*
- (f) the opening hours and fees;*
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;*
- (h) details of attendance by each pre-school child on a daily basis;*
- (i) details of staff rosters on a daily basis;*
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;*
- (k) details of any accident, injury or incident involving a pre-school child attending the service.*

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

#### Compliance Information

(1) Records were available as specified by Regulation 16 (a)(b)(d)(e)(f)(g)(i)(j)(k) in relation to the service except as outlined below.

These records were available in folders such as a folder containing the service policies & procedures, a folder containing required information in relation to staff details, and information in relation to staff details were displayed on the noticeboard in the hallway for the attention of staff and parents/guardians.

(3) Records were open to inspection by an authorised person. All records requested by the inspector were provided.

### Non-Compliance Information

(1)

(h) Details of attendance was not carried out in respect of each child as outlined in Regulation 24 (1).

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective Action

On the day of inspection, a child's induction was taking place, child's name was documented on the role book by means of a sticky note and was counted in ratio.

On the day after inspection all role books were updated for the new school year and all children were recorded appropriately.

#### Preventive Action

We will ensure that all employees are aware that all children including children on induction are documented on the role books prior to their induction/start date, this has been added to staff induction procedure.

### Summary Comment

The response from the registered provider has been accepted. Appropriate action has been taken to ensure all children attending the service are documented in the role book. Regulation 16 has been addressed.

## Part V - Care of Child in Pre-school Service

### Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

(a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and

(b) appropriate and suitable care practices are in place in the pre-school service, having regard to the number of children attending the service and the nature of their needs.

(3) A registered provider shall ensure that no practices that are disrespectful, degrading, exploitive, intimidating, emotionally or physically harmful or neglectful are carried out in respect of a pre-school child whilst attending the service.

### Compliance Information

#### BASIC NEEDS

- The children's basic care needs were met on the day of inspection. The service promoted healthy eating, food and snacks were provided at regular intervals during the day. Children were served toast, banana and apple at snack time during the morning at 10am. Children were served home cooked chicken curry with a variety of vegetables (sweetcorn, peas and carrots) at dinner time. Young children had the opportunity to feed themselves appropriate to the age and stage of development. Children's drinks were available within their reach throughout the session, should they feel thirsty at any stage.
- The day of the inspection was a warm day. The staff present demonstrated care and attention to the children and were observed encouraging the children to take regular drinks throughout the day. Children had their own labelled bottles of water and children were encouraged to drink water on return from the garden and before, during and after dinner.
- The individual needs of younger children were met, this was observed on the day in the Yellow room. Children were divided into smaller groups at dinner time. Older children in this room were brought to the dining room for dinner which they shared with the school aged children. Staff spoke about how this promotes socialization and supports transitions. The younger children which remained in the Yellow room had small group time with the staff member in the room. There was storytelling and singing. The younger children appeared to enjoy this quieter small group time.
- The adults working with the children were sensitive and responsive in promoting positive behaviours. Children were encouraged to share and talk to each other nicely. The adults supported children to find positive solutions when they experienced challenge in sharing play equipment and materials.
- A health promoting ethos was implemented in the service in relation to supporting the children's emotional well-being. This was evidenced in the service on the day of inspection with the staff members heard encouraging the children to express how they were feeling at different times throughout the session. In one room there was a positive affirmation corner with a mirror.

### SUPPORTING RELATIONSHIPS

- During meals the staff members sat at the table and engaged in social conversation with the children, promoting a relaxed atmosphere. There was a lovely, relaxed atmosphere in the dining room. The staff members sat beside children who needed some encouragement and support during mealtimes.
- Staff spoke about how they work in partnership with parents within the service. The service used an App to provide information to parents in relation to updates on eating, nappy changes, activities, sleep, and sleep checks. Staff were observed to chat at the door with parents at collection time. In each room there was a family and birthday wall on display promoting a sense of identity and belonging for the children attending the service.
- Services integrated with the local farming community, there were lots of toy children sized tractors to drive around and the outdoor garden looked onto a field with livestock.

(3) On the day of inspection, children were treated respectfully and no practices that are degrading, exploitive, intimidating, emotionally or physically harmful or neglectful were carried out in respect of a pre-school child.

### Non-Compliance Information

#### Basic Needs

1. In the Green Room the play material was in a cluttered state and not easily accessible to the young children aged between 2 to 3 years of age, such as the activity/manipulation set, a table and dress up clothes were in a cluttered state in the corner of the room.
2. The dress up clothes were too big for the age range of children attending this room which did not support role play and children's imaginative play time.
3. Seven of the 10 battery operated toys were not working such as the 2 transport toys, a bus and a car which reduced the play experience for the children using them. Children did not get to experience cause and effect of these toys which helps develop curiosity, attention and intentional play.
4. In the Yellow Room, at hand washing recommended times, the staff member stood at the door of the care room and verbally reminded the children to wash their hands. The sanitary accommodation was located across the corridor. The staff member did not assist or visually supervise the children's hand washing. The inspector observed some children having difficulty using the soap dispenser and who required staff assistance. These children were not facilitated to develop good hand hygiene applicable to their age and stage of development.

### Corrective & Preventive Action submitted by the Registered Provider

### Corrective Action

1. The green room has been reorganised to ensure all toys are accessible to children, dress up clothes are hung up after use by the children.
2. The dress up clothing have been re organised to ensure they are age appropriate in all the rooms.
3. The battery-operated toys have all been replaced with new working batteries and any that no longer work with new batteries have been removed from the room.
4. The soap dispensers have been replaced with easy push buttons and they are down at the children's level to support the children using them independently.

On the day of inspection, a staff member was out sick, and a 3<sup>rd</sup> person was not available to assist the children in hand washing at all times, however there are now 3 employees available in the yellow room at all times to assist the children with their handwashing.

### Preventive Action

Management will ensure that room layouts/equipment are regularly assessed to ensure that that the materials/equipment are age and stage appropriate.

Battery operated toys will be checked monthly, and batteries replaced as required.

Little Robins LTD has signed up to Better Start Quality Programme.

### Supporting documentation submitted

Photographic evidence was submitted including photographs of dress up material, and the environment.

### Summary Comment

The response from the registered provider has been accepted. Photographic evidence was submitted which demonstrated the changes made to the play environment for the children attending. The service has also engaged with Better Start Quality Development Programme to continue practice development improvements in the preschool. Regulation 19 has been addressed.

## Part V - Care of Child in Pre-school Service

### Regulation 20 – Facilities for rest and play

(1) Subject to this regulation, a registered provider shall ensure that-

(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child to play indoors and, where required by these Regulations, outdoors, during the day, and

(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.

(3) A registered provider of a full day care service, a part-time day care service or a childminding service, other than such a service to which paragraph (2) applies, shall ensure that-

(a) a suitable, safe and secure outdoor space to which the pre-school children attending the service have access on a daily basis is provided on the premises.

### Compliance Information

(1) There were adequate and suitable facilities for children to play indoors. A variety of textures and materials were available to support the children's choice of play. There was a rest area for the children to avail of quiet or rest time in each room and six low beds were availed of on the day of inspection during sleep time.

(3) A large secure outdoor play area was available, which was divided into three sections to support the age and development of the children attending.

### Part V - Care of Child in Pre-school Service

### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

- There was adequate furniture and play equipment available for the children on the day of inspection. Gross motor and sensory development was supported with ride on toys, climbing equipment, sand box and a large grass garden outdoors.
- There were plenty of opportunities for risky play with the bottom garden equipped with climbing wall and rope climbing. This is a large garden giving opportunities for climbing small hills, chasing games and running around all which support children’s gross motor skills and social skills.
- The Green Room contained play material such as construction toys, play kitchen with support material, activity /manipulation toys and dress up clothes. Interactive toys were also available.
- The Yellow room had a range of play-based materials and that offered stimulation, exploration, and imagination. These were positioned at an accessible level on open shelving which nurtured independence, facilitated choice, and encouraged curiosity, spontaneous play, and movement.
- The Yellow room included a role play kitchen, which included pots, play equipment which encouraged imaginary play, conversation, and interactive play. Children’s artwork was displayed on the walls with this month’s theme ‘Summer Time’.
- A range of books were available in the cozy reading area which supported children’s language and development.
- The outdoor play area provided an alternative change of environment for the children. This includes a wooden bus, slides, a tepee tent, transport vehicles and a large sand pit equipped with digging equipment and small tractors.

### Part VI - Safety

### Regulation 23 - Safeguarding health, safety and welfare of child

*A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.*

#### Compliance Information

##### General Safety:

- The entrance door leading into the premises were appropriately secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the premises.
- The external outdoor play areas were secured.
- Fire doors throughout the building were unobstructed.
- Cleaning agents were stored safely out of the reach of children.
- The kitchen was not accessible to the children and the door remained closed throughout the inspection.
- Children who were brought to the dining room were supervised at all times.

##### Infection Control:

- Warm water, liquid soap and paper hand towels were provided to support effective hand hygiene in the sanitary accommodation in the service.
- The children were facilitated to wash their hands before eating, after using the toilet, and after nappy changing.
- Soothers were labelled and personalised containers were noted for the soothers in the Green Room (except as outlined below).

##### Administration of Medication:

- The medication administration records viewed by the inspector demonstrated that the administration of medication in the service was carried out correctly in line with safe practice. The records included signed parental consent prior to the administration and following the administration of medication.

##### Safe Sleep:

- Sleep observations were carried out and documented at 10 minutes intervals, noting each child's position, colour and breathing pattern.
- Low beds were in good state of repair. A system was in place to manage sheets and blankets, all sheets noted on low beds were clean.
- Adequate space was left between the low beds positioned in the sleep area off the Green Room.
- Children placed to sleep on low beds were continuously monitored, a staff member remained in the room during the designated sleep time.

### Non-Compliance Information

#### General Safety:

1. Trailing flexes such as from sensory lamp stands, humidifiers were noted in both the Green and Yellow Rooms which presented as a choking hazard.
2. A staff member was observed cutting bananas in circular pieces which presented as a choking hazard.
3. A wooden beam in the play wooden bus was partially missing which presented as an injury risk.
4. Nails were exposed and sharp edges exposed from a wooden wheel on the side of the wooden bus which presented as an injury hazard.
5. The radiator in the sanitary accommodation off the Yellow Room was covered in rust which presented as a hazard.
6. Sharp corners on a table in the Green and Yellow Rooms were not cushioned which presented as an injury hazard.
7. Play material such as two scooters had only one handle each, a yellow trailer was broken, and sharp edges were noted which presented as an injury hazard.

#### Infection Control:

8. Foot operated bins were not all in working order such as the bin in the sanitary accommodation off the Green Room. A child was observed lifting the lid to dispose of paper towel.
9. A toilet in the sanitary accommodation used by the children in the Yellow Room had no toilet paper until after 12.30pm. The inspectors observed the toilet was in use during the morning time.
10. A soother was not placed in a personalised container after use in the Yellow Room, it was noted lying loosely on a shelf. Additionally, a soother policy was not available to direct staff members on the correct cleaning procedure to be carried out. A staff member informed the inspector that soothers are washed under the tap and then placed in a soother sterilising container and not washed in warm soapy water before sterilising.

### Corrective and Preventive Actions submitted by the Registered Provider

The registered provider stated the following.

## Corrective Action

1. Trailing flexes have been secured to the walls.
2. Wooden beam has been replaced.
3. Bus has been repaired.
4. Radiator replaced.
5. All sharp corners cushioned.
6. Any broken toys have been removed.
7. All broken bins have been replaced.
8. Toilet paper is checked in the mornings and staff ensure there is enough for the day ahead.
9. A soother policy is now in place for the safe storage of soothers.

## Preventive Action

Weekly risk assessments will be carried out to identify any health and safety issues in the service and will be repaired or removed as soon as possible.

Soother policy circulated to all staff.

Daily checklist carried out to ensure all rooms are fully equipped.

## Supporting documentation submitted

Photographic evidence of work carried out as stated above were submitted to the inspectorate.

## Summary Comment

The response from the registered provider has been accepted and assurance given that the each non-compliance stated above has been addressed appropriately. Photographic evidence submitted include cushioned sharp corners on tables, secured trailing flexes and wooden beams in the outdoor play bus that have been replaced. A copy of the soother policy was also submitted. Regulation 23 has been addressed.

## Part VI – Safety

### Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

(3) A registered provider shall ensure that-

(a) no person other than-

(i) pre-school child attending the service,

(ii) a person dropping or collecting such a child,

(iii) an employee, or

(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and

(b) a daily record in writing is kept of the entry on the premises of any such person.

### Compliance Information

(3)(a) and (b)

A system was in place to ensure that no person other than the children's parents / guardians, employees or authorised visitors can enter the pre-school. A visitor's book was maintained, there was evidence that visitors were requested to record their attendance as the inspectors were requested to enter their time of arrival and departure.

### Non-Compliance Information

- (1) Details of attendance was not carried out in respect of each child. The system for recording the children's attendance was not effective to ensure all children's attendance is recorded. A software technology application (App) and hard copy format was used to record time in and time out. At 12.15pm, in the Yellow Room, one child was not recorded on either the App or in hard copy format. Two other children who were recorded present on the APP were not recorded in the hard copy format. Additionally, a child who commenced in the Green Room and moved to the Yellow Room both attendance and departure times were not recorded in either format.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

##### **Corrective Action**

Role books have been updated to include children moving from one room to another.

##### **Preventive Action**

Childrens information will be added to the role books prior to their start date.

### Summary Comment

The response from the registered provider has been accepted. Role books have been updated and the system for recording children has been amended appropriately. Regulation 24 has been addressed.

### Part VI – Safety

#### Regulation 25 - First aid

*(1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.*

*(2) A registered provider shall ensure that a suitably equipped first aid box for children-*

*(a) is safely stored in an easily accessible and conspicuous position on the premises, and*

*(b) is available to the children attending the pre-school service at all times.*

### Compliance Information

(1) The registered provider ensured that an adequate number of staff members were trained in First Aid Responder (FAR). Seven staff members held a certificate in FAR training.

(2) (a) In both the Yellow Room and the Green Room medication was safely stored in an easily accessible and conspicuous position on the premises.

(b) First aid boxes were available to the children attending the pre-school service at all times.

### Part VI – Safety

#### Regulation 26 - Fire safety measures

*(1) A registered provider shall ensure that a record in writing is kept of-*

- (a) any fire drill that takes place in the premises, and*
- (b) the number, type and maintenance record of fire fighting equipment and smoke alarms in the premises.*
- (2) The record referred to in paragraph (1) shall be open to inspection by-*
  - (a) a parent or guardian of a pre-school child attending or proposing to attend the pre-school service,*
  - (b) an employee, and*
  - (c) an authorised person.*
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.*

### Compliance Information

- (1)(a) A written record was available of the fire drills completed in the service. The last recorded fire drill took place on the 04/08/2023.
- (b) A record was kept of the number, type and maintenance of the firefighting equipment which was last serviced on the 09/2022 and the smoke alarms on the 02/08/2024.
- (4) A notice of the procedures to be followed in the event of a fire was conspicuously displayed on the premises in all the care rooms and main hallway.

### Part VI – Safety

#### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

### Compliance Information

On the day of inspection children were adequately supervised at all times.

### Part VI - Safety

#### Regulation 28 - Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

### Compliance Information

The registered provider ensured the service was insured. The insurance certificate provided for review showed an expiry date of 27/03/2024.

### Part VII - Premises and Space Requirements

#### Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*

- (d) cleaned, maintained and repaired, as required, and*
- (e) equipped with adequate and suitable sanitary facilities.*

### Non-Compliance Information

(d) There was evidence that the service was not adequately cleaned. Cleaning records were displayed and recorded however the cleaning records were in variance to the standard of cleaning noted on the day of inspection. Examples include the fridge in both rooms was unclean. There was evidence of dust and dirt particles under the nappy changing mat in the Green Room, in containers containing play material and on skirting boards and walls throughout the service.

(e) There was inadequate number of sanitary facilities for the ten staff members working in the service as one staff toilet was available, two were required.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective and Preventive Action

##### **Corrective Action**

Deep cleaning has taken place in the service.

As there are 3 toilets available to the yellow room one of the toilets is allocated as a second staff toilet.

##### **Preventive Action**

Each room has drafted a cleaning schedule to include employees' names on scheduled cleaning.

### Summary Comment

The response from the registered provider has been accepted. Regulation 29 has been addressed.